

REACH, INC.
COMMISSION STATEMENT
PROGRAM COMMITTEE

PURPOSE

The purpose of the REACH Program Committee is to provide guidance and support to the Executive and Assistant Directors in managing the organization's projects.

MEMBERSHIP

The chairperson of this Committee shall be a REACH board member and shall be chosen by the Committee members. Membership on the Committee is open to Board members, staff and interested representatives from the community.

SPECIFIC DUTIES

1. The Chairperson or designee shall report regularly to the REACH Board on the Committee's activities.
2. The Committee shall review the Centers' quarterly and annual reports.
3. The Committee shall liaison with the Consumer Advisory Committees.
4. The Committee shall review responses from consumers to satisfaction questionnaires.
5. The Committee shall review/revise the organization's long range plan.
6. The Committee shall develop a comprehensive fee-for-service schedule for the organization.
7. The Committee shall assist in conducting a needs survey of people with disabilities living within the organization's service area.
8. The Committee shall recruit Committee members from the community as needed.
9. The Committee will provide input to the Executive and Assistant Directors on the development of new REACH programs.

**REACH, INC.
COMMISSION STATEMENT
PERSONNEL COMMITTEE**

PURPOSE

The purpose of the REACH Personnel Committee is to hire and evaluate the performance of the Executive Director, provide guidance and support to the Executive Director in handling the organization's personnel matters, and handle employee grievances when taken to the board level.

MEMBERSHIP

The chairperson of this Committee shall be a REACH board member and shall be chosen by the Committee members. Membership on the Committee is open to Board members, appropriate staff (the Assistant Directors), and interested/appropriate representatives from the community-at-large.

SPECIFIC DUTIES

1. The Chairperson or designee shall report regularly to the REACH Board on the Committee's activities.
2. The Committee shall recruit and hire the Executive Director.
3. The Committee shall conduct an annual performance review of the Executive Director and consider the E.D.'s requests for salary increases/nonmonetary benefits as funding/policies permit.
4. The Committee shall provide guidance and support to the Executive Director in handling the organization's personnel matters.
5. The Committee shall review/revise the organization's personnel policies as needed.
6. The Committee shall handle employee grievances which are taken to the board level.
7. The Committee shall review/revise the employee salary schedule as needed.
8. The Committee shall recruit Committee members from the community as needed.

REACH, INC.
COMMISSION STATEMENT
FINANCE/AUDIT COMMITTEE

PURPOSE

The purpose of the REACH Finance Committee is to provide help, guidance, support, and oversight to the Board, Executive Director, and Assistant Director/Bookkeeper in handling all of the organization's financial matters.

MEMBERSHIP

The Chairperson of this Committee shall be a REACH Board member, usually the Treasurer, and shall be chosen by the Finance Committee members. Membership on the Committee is open to Board members, appropriate staff, and interested/appropriate representatives from the community-at-large.

SPECIFIC DUTIES

1. The Chairperson or designee shall report regularly to the REACH Board on the Committee's activities.
2. The Committee shall review and approve the REACH budgets each year.
3. The Committee shall review and approve the REACH cost allocation plan each year.
4. The Committee shall review and approve the REACH chart of accounts each year.
5. The Committee shall review and approve monthly and quarterly financial reports for all of REACH's programs.
6. The Committee shall review and approve the REACH IRS 990 each year.
7. The Committee shall act as the audit committee for the organization. The Committee shall have the responsibility for engaging, assisting, and interacting with the firm conducting the organization's independent audit each year.
8. The Committee shall review and approve all other financial matters the Board, Executive Director, and/or funding sources deem necessary.

REACH, INC.
COMMISSION STATEMENT
FUND RAISING COMMITTEE

PURPOSE

The purpose of the REACH Fund Raising Committee is to provide help, guidance and support to the Board, Executive Director, and Director of Development in developing and implementing an annual Fund Raising program.

MEMBERSHIP

The Chairperson of this Committee shall be a REACH Board member and shall be chosen by the Fund Raising Committee members. Membership on the Committee is open to Board members, appropriate staff, and interested representatives from the community at large.

SPECIFIC DUTIES

1. The Chairperson or designee shall report regularly to the REACH Board on the Committee's activities.
2. The Committee shall provide fund raising ideas to the staff.
3. The Committee shall assist in formulating an annual fund raising program.
4. The Committee shall be instrumental in the implementation of the fund raising program.
5. The Committee will review and approve the fund raising program on an annual basis and make adjustments as needed.
6. The Committee shall aid in the recruitment of other hard-working, committed, knowledgeable, and connected committee members.

REACH 9/95

**REACH, INC.
COMMISSION STATEMENT**

MINORITY OUTREACH COMMITTEE

PURPOSE

The Purpose of the REACH Minority Outreach Committee is to provide guidance, support, and help to the Executive Director and staff in conducting outreach activities to minority communities in the Dallas/Fort Worth metroplex.

MEMBERSHIP

The Chairperson of this Committee shall be a REACH Board member and shall be chosen by the Committee members. Membership on the Committee is open to Board members, appropriate staff, and to interested representatives of unserved/underserved populations. This would include Blacks, Hispanics, American Indians, Asians and Pacific Islanders, and Senior Citizens.

SPECIFIC DUTIES

1. The Chairperson or his/her designee shall report regularly to the REACH Board on the Committee's activities.
2. The Committee shall provide outreach ideas to the staff on how to reach unserved/underserved consumers.
3. The Committee shall assist staff in promoting REACH services to minority community groups and individuals.
4. The Committee shall provide feedback to staff on REACH's outreach activities.
5. The Committee shall provide a training forum to educate potential Board members.
6. The Committee shall help in recruiting qualified, minority staff.
7. Committee members shall be available to provide information and educational training to committee members, co-workers, and the consumers they serve, etc.
8. The Committee shall aid in the recruitment of other hard-working, committed, knowledgeable, and connected committee members.

REACH, INC.
COMMISSION STATEMENT

PUBLIC RELATIONS/MARKETING COMMITTEE

PURPOSE

The purpose of the REACH Public Relations/Marketing Committee is to provide guidance and support to the Executive Director and staff in developing and implementing an effective public relations/marketing plan for the organization.

MEMBERSHIP

The chairperson of this Committee shall be a REACH board member and shall be chosen by the Committee members. Membership on the Committee is open to Board members, staff and interested representatives from the community.

SPECIFIC DUTIES

1. The Chairperson or designee shall report regularly to the REACH Board on the Committee's activities.
2. The Committee shall assist staff in developing, implementing, and monitoring the REACH public relations/marketing plan.
3. The Committee shall assist staff in conducting a marketing survey of REACH's service area.
4. The Committee shall liaison with other REACH Committees, in particular the Fund Raising, Program, Nominating, and Minority Outreach, to ensure that REACH's public relations/marketing plan is comprehensive in scope and covers all aspects of the organization's operation.
5. The Committee shall recruit Committee members from the community as needed.

**REACH, INC.
COMMISSION STATEMENT**

NOMINATING/BOARD DEVELOPMENT COMMITTEE

PURPOSE

The purpose of the REACH Nominating/Board Development Committee is to assist with the recruitment of board members, selection of officers, and provision of ongoing board training.

MEMBERSHIP

The chairperson of this Committee shall be a REACH board member and shall be chosen by the Committee members. Membership on the Committee is open to Board members, appropriate staff, and interested/appropriate representatives from the community-at-large.

SPECIFIC DUTIES

1. The Chairperson or designee shall report regularly to the REACH Board on the Committee's activities.
2. The Committee shall assist with the recruitment, screening, appointment/election, and training of new board members.
3. The Committee shall develop a slate of board officer nominees for annual elections.
4. The Committee shall assess the board's training needs on an ongoing basis and arrange for needed training to be conducted.
5. The Committee shall set board member's expectations and assist each member in meeting the same.
6. The Committee shall assist each board member in conducting a yearly self-evaluation.
7. The Committee shall recruit Committee members from the community as needed.

COMMITTEES

COMMITTEE STATEMENTS

COMMITTEE ROSTER